

COMPENSATION BOARD DOCKET #03/04

OCTOBER 24, 2002

304-03-04: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LYNCHBURG CITY	SHERIFF	10/1/02 – OFFICER REQUEST BASE BUDGET TRANSFER OF TURNOVER (\$17327.00 ANNUAL) TO PARTIME. \$12995.28 IS THE PRORATED AMOUNT THAT WILL BE TRANSFERRED THIS YEAR.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

320-03-04: COMMONWEALTH'S ATTORNEYS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PRINCE EDWARD COUNTY	COMMONWEALTH'S ATTORNEY	<p>FY03 6-4-2002 Officer requests exception to Spending Reduction Policy.</p> <p>Due to State Police converting VCIN Network to a Virtual Private Network, Internet cost will rise from current \$19.95 to \$90 monthly. Officer requests additional Office Expense Funds @ \$840 for this expense.</p> <p>Also due to this conversion, Officer requests Equipment funds to purchase the following:</p> <p>AT THEIR JUNE 25, 2002 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING ADDITIONAL INFORMATION FROM VIRGINIA STATE POLICE AND DEPARTMENT OF CRIMINAL JUSTICE SERVICES.</p> <p>AT THEIR JULY 23, 2002 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST UNTIL THE SEPTEMBER 24, 2002 MEETING.</p> <p>AT THEIR AUGUST 27, 2002 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING ADDITIONAL INFORMATION FROM VIRGINIA STATE POLICE.</p> <p>AT THEIR SEPTEMBER 24, 2002 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING VIRGINIA STATE POLICE CONTACT WITH THE COMMONWEALTH'S ATTORNEY.</p>	<p>\$840</p> <p>\$1,076 Stressed Cost</p>	Deferred to March 25, 2003 Compensation Board meeting.

<u>Qty.</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Stressed Cost</u>
1	Nortel 600 Contivity Box	1,200	957
1	Installation	150	120
	<i>Total Cost</i>	1,350	
	<i>Total Stressed</i>		1,076

320-03-04: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WINCHESTER CITY	COMMONWEALTH'S ATTORNEY	9-25-2002 Officer requests an exception to the 60-day reimbursement policy.	\$845.42	Approved as a one-time exception to policy. Further exceptions will not be made for this Substitute Prosecutor.
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		<u>Expenses From - To</u>	<u>Defendant</u>	<u>Total</u>
		John M. Lohr	02-07-02 / 02-07-02	Paul H. Thomson
				\$845.42
		Total		\$845.42

732-03-04: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NONE .				

734-03-04: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NONE .				

321-03-04: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ACCOMACK COUNTY	CIRCUIT CLERK	COURT 10-2-2002 Officer requests to transfer Turnover Funds @ \$282 to BASE Temporary Funds. Officer is ranked 109, is due –0.15 FTE and is in –2.24% of Need.	-0-	See the revised request on handcarry docket.

OTHER MATTERS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. FY03 TTF BUDGET REQUESTS	CIRCUIT COURT CLERKS	<p>Staff presents FY03 Technology Trust Fund budget requests for Board action:</p> <ul style="list-style-type: none"> • Approval of \$7,838,208 in \$2 TTF money for 109 Clerks • Approval of \$508,243 \$2 TTF money to be carried over by 12 Clerks <p>NOTE: In a letter dated September 6, Compensation Board staff has requested an exception to the Governor's decision to defer the re-appropriation of unspent balances for non-general funds.</p> <p>September 24, 2002 action by Compensation Board: In order to approve TTF budget requests, the Compensation Board must have the actual funds collected by Clerks last year (FY02) brought forward and appropriated. Due to the serious revenue shortfall in the Commonwealth, all approvals for the carry forward of cash balances were suspended on August 19 until agency budget reduction plans have been submitted and approved. The Compensation Board's request for an exception to this policy has not been approved as of this date. Consequently, the Compensation Board has deferred action on all TTF budget requests pending approval of funding availability. The Compensation Board will continue to monitor the status of this exception and hopes to be able to act upon these requests at its next meeting on October 29.</p>	\$7,818,087 (NGF)	Proportionally allocate \$3.2 million to contractual obligations identified as a total of \$4.5 million unless Department of Planning and Budget allocates full \$4.5 million.
HB675 REQUEST	FAIRFAX COUNTY	Officer has submitted an annotated and amended TTF automation plan to meet the requirements of HB675, allowing him to request more than the pro rata share of his available TTF funding to automate law and chancery.	N/A	Approved pending DPB allocation of TTF funds.

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #03/03	N/A	Approved.
2.	MONTHLY JAIL AUDIT ACTIVITY STATUS REPORT	COMPENSATION BOARD	Staff presents monthly Jail Audit Activity Status Report.	N/A	Noted.
3.	AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents the Audit Status Report.	N/A	Noted.
4.	TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents monthly Training Status Report.	N/A	Noted.
5.	THANKS AND CONGRATUATIONS LETTERS TO ASSOCIATION PRESIDENT	COMPENSATION BOARD	Thanks and Congratulations letters to outgoing/incoming Association President of the Commissioner of the Revenue Association of Virginia.	N/A	Approved.
6.	NOT STATUS	COMPENSATION BOARD	New Officer Training will be held in the Compensation Board room December 10, 2002. Five offices will have a new officer following the November 5 th election. The announcement and invitation to New Officer Training will be mailed November 6. The agenda is finalized and speakers have been contacted.	N/A	Noted.
7.	CUSTOMER SURVEY REPORT	COMPENSATION BOAR	Staff presents draft Compensation Board Survey of Customer Satisfaction FY02.	N/A	Noted.

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
8.	TECHNOLOGY TRUST FUND COLLECTIONS § 17.1 – 279	CIRCUIT COURT CLERKS	<u>COLLECTIONS:</u> FY03 YTD collections total \$1,756,068.18. FY03 collections for a similar period of time totaled \$1,444,106.90. This represents a 22% increase in collections over last fiscal year. <u>EXPENDITURES:</u> Funding has not been allocated for FY03 TTF Budget Requests. Action was deferred at the September Board meeting pending release of funds.	N/A	Noted.
9.	TTF PROGRESS REPORT	CIRCUIT COURT CLERKS	Staff presents results of the FY03 Technology Trust Fund Progress Survey.	N/A	Noted.
10.	BUDGET AMENDMENTS	COMPENSATION BOARD	Staff presents update on budget amendment status.	N/A	Noted.
11.	FINES AND FEES REPORT	COMPENSATION BOARD	Staff presents changes to exposure draft of fines and fees report.	N/A	Approved.

FOR YOUR INFORMATION

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NONE .				

**CLOSED MEETING
COMPENSATION BOARD DOCKET #03/04
OCTOBER 24, 2002**

1) **MOTION FOR “CLOSED MEETING” by Chairman Frank Drew.** (_____ seconded the motion).

- ☐ Under the provisions of Section 2.1-344.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific ricers, appointees or employees.
- ☐ Under the provisions of Section 2.1-344.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to obtain consultation with legal counsel as to actual or “probable litigation” concerning the .

2) **Chairman Frank Drew: I move to return to open session.** (_____ seconded the motion).

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion. The members must certify that they discussed: **only public business exempt from the Act,**

Frank Drew, Chairman	Yes_____	No_____
Walter J. Kucharski, Member	Yes_____	No_____
Kenneth W. Thorson, Member	Yes_____	No_____

AND

only public business matters identified in the motion to convene the closed meeting.

Frank Drew, Chairman	Yes_____	No_____
Walter J. Kucharski, Member	Yes_____	No_____
Kenneth W. Thorson, Member	Yes_____	No_____

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

H A N D C A R R Y

COMPENSATION BOARD DOCKET #03/04

OCTOBER 24, 2002

304-03-04: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FRANKLIN COUNTY	SHERIFF	10/17/02 – OFFICER REQUESTS \$2364.34 IN OVERTIME FUNDING FOR WORK PERFORMED IN THE JENNIFER SHORT INVESTIGATION. OFFICER HAS \$707.00 IN TURNOVER AND \$6235.35 IN SPENDING REDUCTION VACANCY SAVINGS. THE BOARD MAY WISH TO UTILIZE THESE FUNDS IN LIEU OF ADDITIONAL FUNDING.	\$2364.34	As an exception to policy based upon the specific situation, the Compensation Board approved the use of accumulated turnover and vacancy savings not to exceed \$2,364.34 to offset locality incurred costs for overtime. Funds will be transferred (not in the base) to office expense or part-time, as determined by the Sheriff in consultation with the Executive Secretary or Assistant Executive Secretary.
PAGE COUNTY	SHERIFF	10/21/02 – OFFICER REQUESTS BASE BUDGET TRANSFER OF TURNOVER (\$5241.00 ANNUAL) TO PARTIME. \$3930.75 IS THE PRORATED AMOUNT THAT WILL BE TRANSFERRED THIS YEAR.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

320-03-04: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PETERSBURG CITY	COMMONWEALTH'S ATTORNEY	<p>10-18-2002 Officer has Delegation of Classification Authority.</p> <p>Officer had transferred annual Vacant Funds from pos. #2 ATIII-G16 @ \$52,128 to Temporary funds @ \$25,128 and Office Expense Funds @ \$25,000.</p> <p>Officer intends to promote pos. #8 ATTII-G15 @ \$45,607 to pos. #2 ATIII @ \$49,856. Turnover Funds generated @ \$2,272.</p> <p>Officer requests to transfer, prorated, funds from Temporary @ \$21,298 and Office Expense @ \$16,094 to fund this promotion.</p>	-0-	Approved at no additional cost to the Compensation Board.
HAMPTON CITY	COMMONWEALTH'S ATTORNEY	<p>10-23-2002 Officer requests to transfer Turnover Funds @ \$13,134 to BASE Temporary Funds.</p>	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

732-03-04: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NONE .				

734-03-04: COMMISSIONERS OF THE REVENUE

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NONE .				

321-03-04: CIRCUIT COURT CLERKS

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FREDERICK COUNTY	CIRCUIT CLERK	COURT	<p>10-1-02 Officer requests \$1,200 from the \$1 portion of the Technology Trust Fund fee to purchase land records index data from Affiliated Computer Services.</p> <p>NOTE: At the request of the Land Records Management Task Force, the Board approved \$1 funds in FY01 to purchase index data for former customers of Cott or Logan Systems. Some of Logan's former customers had been customers of Business Records, which Logan bought out.</p> <p>The Board may wish to inform officer of the current budget situation and that funding is currently unavailable.</p>	\$1,200 (NGF)	Not approved as no \$1 funds are available. All \$1 funds are being utilized to offset reductions to the Technology Trust Fund.
ACCOMACK COUNTY	CIRCUIT CLERK	COURT	<p>10-2-2002 Officer requests to transfer Turnover Funds @ \$282 to BASE Office Expense.</p> <p>Officer is ranked 109, is due -0.15 FTE and is in -2.24% of Need.</p>	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

321-03-04: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>		<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
KING GEORGE COUNTY	CIRCUIT CLERK	COURT	10-21-02 Officer requests of the Board one of three options regarding the County's handling of remote access to land records.	Varies depending on option chosen	Board requests Officer to revise plan and include estimates and forward to the Department of Technology Planning.

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	BUDGET REDUCTIONS	COMPENSATION BOARD	Staff presents information on budget reductions.	N/A	Board directed staff to prepare budget amendment documents consistent with May 1 approval process for Compensation Board action. After consultation with Compensation Board Members, staff may notify Constitutional Officers of Compensation Board action. Constitutional Officers may use estimates of reductions provided on October 21, 2002.

FOR YOUR INFORMATION

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
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NONE .